

OUTLINE OF RECORDS OFFICERS MEETING

Monday, 8 March - 2:00 PM - DDS/DCI ✓

Tuesday, 9 March - 10:00 AM - DDS/DDS&T

- I. GSA Regulations
- II. ORR Quarterly Report of Destruction of Records ✓
- III. Use of Form 395, "Self Mailer". ✓
- IV. Records Administration Program Guide ✓
- V. Logistics Improvement Program ✓
- VI. Moratorium of Filing Equipment and Purchases. (See attached Outline).
- VII. Handouts-
 - a. Records Administration Program Guide ✓
 - b. Bibliography For Records Managers ✓
 - c. File Clean-Up Tips
 - d. Posters for Clean-Up Campaigns.
- VIII. April Meeting of Records Officers ✓
 - Navy SCRAP - Project - Bob Meehan ✓
- IX. May or June **Meeting** of Records Officers - Computers and Records Management - Ev Allredge ✓